

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: 4/25/97

From: R. Lipps

Subject: LIMS Team Meeting Minutes for 4/24/97

Attendees: C.Ament, E. Carmines, D. Lisbon, F. Logan, R. Lipps, J. Sampson, J. Wickham

Business Conducted:

- Martin Goffman was selected as the preferred LIMS team consultant. His fee will be up to \$65,000 with an additional \$10,000 for travel. The team will seek approval for contracting with M. Goffman.
- The team discussed how to proceed in informing R&D about the LIMS team objective and the JAD meetings to be ^{held} by M. Goffman. Steps agreed on included:
 - A discussion to be held with the QTP team to explain the LIMS team process and scope.
 - A presentation to Cox's staff to explain the JAD meetings and the time requirements from R&D's laboratory staff.
- The team decided that a survey of R&D laboratories was required to proceed. The objective is to identify all R&D labs and their instrumentation.
- The purchase requisition for D. Crouse has been sent to Finance. The signed confidentiality agreements were sent to C. Hardin. An enhanced confidentiality agreement will be needed for M. Goffman.

Action Items:

- *Done* R. Lipps will write a purchase requisition for M. Goffman for K. Koller, send the purchase requisition for S. Goodhart to Finance, and create a *done* PS/7 schedule using the information sent by M. Goffman.
- *Done* E. Carmines will forward a lab survey form to the team which will be completed by the next meeting. Responsibilities were distributed as follows:
 - J. Wickham - General lab instrument review
 - D. Lisbon - Development Engineering labs
 - S. Laffoon - PTL labs
 - C. Ament - ARD labs
 - F. Logan - PRD labs
 - R. Lipps - SAP requirements
- *done* J. Sampson will attend the next QTP meeting to discuss current issues. He will also make contact with Kraft's LIMS expert, write a cover memo for the purchase requisition for M. Goffman, and obtain a copy of the QTP team's consultant

confidentiality agreement as a model for the enhanced agreement need for M. Goffman.

- All member should bring vacation schedules and business trip schedules to the next meeting.
- The next meeting was set for 5/1/97 at 1:00 pm in T2 with the following agenda:
 1. Agenda Review
 2. Old Business (Consultant Update)
 3. QTP Team Meeting Update
 4. Cox Staff Presentation Discussion
 5. Team Progress Assessment ← *Responsibility Matrix*
 6. Milestone Celebration Discussion
 7. Set agenda for 5/1/97

Distribution:

✓ Ament, C.
✓ Carmines, E.
✓ Good, B.
Laffoon, S.
✓ Lisbon, D.
✓ Logan, F.
✓ Sampson, J.
✓ Wickham, J.